

## **Faculty of Social Sciences Workload Guidelines: Tenured Faculty**

*The Faculty of Social Sciences recognizes that as tenured faculty members' careers evolve, interests change, and that there are many ways to contribute to the Academic Department or School, the Faculty and the University. These guidelines are meant to reflect this by recognizing that, for some faculty members in the Faculty of Social Sciences, the balance between research, teaching and service shifts over their careers.*

*The intent of these guidelines is to acknowledge and reward appropriately the contribution of faculty who are eligible and who rebalance their University contribution towards teaching rather than research. These guidelines establish, within the Faculty of Social Sciences, the expected instructional contribution of faculty who have not been actively engaged in research for a sustained period. It also states the principle that faculty no longer significantly engaged in research must expect to take on additional responsibilities. This policy is not meant to address normal year to year fluctuations in work load and balance.*

1. It is the expectation that all tenured faculty members will contribute in significant and measurable ways to all aspects of the life of the Faculty, including teaching, research and service. "Service" includes service to the department, the Faculty, the University, the profession and the community.
2. Research, teaching and service constitute 40%, 40% and 20% of a tenured faculty's workload, respectively. Notwithstanding these guidelines, the particular balance of teaching, research and service will vary within a normal range both across faculty members at a given point in time and year-to-year for an individual faculty member depending on an individual's interests and opportunities and the needs of his or her academic unit. These guidelines are not meant to address such normal variation. These guidelines address longer-term re-balancing across various stages of an individual's career.
3. Tenured faculty members whose research contributions (e.g. as evidenced by grants and public dissemination of research) are less than University expectations and those of relevant fields of study, may be assigned additional teaching responsibilities and/or additional service responsibilities above the departmental norm. This decision will be at the discretion of the Dean of the Faculty and in consultation with the Chair or Director of the Department or School. For someone less involved in research, it is reasonable to expect that he or she will teach up to 6 half courses or 18 units each year.
4. Faculty whose balance between teaching, research and service is changed due to these guidelines will, with their consent, be awarded merit (CP/M) using a formula that is weighted to reflect the new balance.
5. Like all faculty members, those whose responsibilities have been formally re-balanced have an obligation to stay current in their disciplines. This implies attendance at colloquia and conferences where possible, and general reading and study.
6. Adjustments to a faculty member's workload arising from these guidelines will be reviewed annually by the Chair or Director of the Department or School, faculty member concerned, and, when appropriate, the faculty Dean.